



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

5 February 2001

HQ ARPC/HC
6760 E Irvington Pl #5100
Denver CO 80280-5100

Dear IMA

Your success as an IMA hinges on several factors--personal initiative, good communication, accountability, and follow-through.

This planner has been prepared to assist you and your active duty supervisor in planning your training. This assures your progress in knowledge and responsibility. Using the *Career Field Education and Training Plan* (CFETP) as the basis, you should use the enclosed sheets to help set annual goals and objectives that are achievable and consistent with your rank and career level.

The *IMA Annual Training Contract*, ARPC Form 0-100, will assist you to plan and keep track of periodic training requirements and plan an individualized training program. It will enable you to identify ways in which your own specialized skills and talents can enhance the local chapel mission.

Please accept and use this *IMA Annual Covenant for Training* as a tool to facilitate your effective training and thereby provide quality chaplain service to our Air Force community.

Sincerely

A handwritten signature in black ink, appearing to read "Bill G. Thomason", is written over a large, stylized, looping flourish.

Bill G. Thomason
Chaplain, Colonel, USAF
Director, Chaplain Service Individual
Reserve Programs

GET YOUR "ACT" TOGETHER

HOW TO USE THIS

This *IMA Annual Covenant for Training (ACT)* is designed to help you to...

Communicate with your supervisor

Plan ahead

Identify realistic annual training objectives

Contribute to the local chapel mission

Utilize Resources

Evaluate and document your accomplishments

Progress in your career

1. **COMMUNICATE WITH YOUR SUPERVISOR: *The IMA Annual Training Contract***

The importance of communication cannot be repeated too often! Completion of the IMA Annual Training Contract, ARPC Form 0-100 provides the opportunity to...

- Specify training needs that must be scheduled
- Document annual training objectives that you have negotiated
- Identify specific projects based on local mission needs and your skills/talents.

2. **PLAN AHEAD**

Plan your annual participation as far in advance as possible and coordinate with your supervisor. Complete and keep up-to-date ARPC 0-100, The IMA Annual Training Contract. Copies of this form should be made for your training folder, your personal files, and your supervisor. Everyone will benefit from clear and frequent communication.

3. **IDENTIFY REALISTIC ANNUAL TRAINING OBJECTIVES**

Your Career Field Education and Training Form (CFETP) lists training and proficiency expectations for every career/skill level. You must pay careful attention to those line items and proficiencies applicable to your career/skill level.

You and your supervisor should identify the areas of training that you need, plan an individualized program of training against specific line items, and set priorities for fulfilling these requirements. Training programs will vary because of individual training needs and the mission requirements of the unit of attachment.

You should negotiate annual training objectives that identify those specific items against which you will be trained for that particular fiscal year.

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4. CONTRIBUTE TO THE LOCAL CHAPEL MISSION

While the primary goal of the IMA program is training, every IMA has specialized skills and talents that can have a very positive impact on the local chapel mission.

For **chaplains**, agreed upon special projects, based on local mission needs and your own specialized skills and talents, will enable you to show concentrated effort and tangible results, all good material for OPRs. Among the projects you might consider are:

- Coordinate and implement a visitation program
 - Work Centers
 - Homes
 - Dining halls
 - Night shift flight line workers/SPs on guard at gates and in vehicles
- Participate in mobilization operations (real-world and exercises)
 - Cultural/Religious briefings
 - Mobility processing line
- Upgrade the newcomer's briefing
- Design and lead devotions
- Develop and maintain a chapel resource center
- Train religious education teachers
- Train adults working with your youth
- Hold a lock-in for youth
- Give presentations for youth, PWOC, CWOC, men's groups
- Coordinate with MAJCOM and base Senior IMAs to plan workshop
- Lead seminars/retreats in areas of expertise
- Lead a parish renewal
- Plan and coordinate the National Prayer Breakfast/other prayer breakfasts
- Project officer for Clergy Day

Chaplain Assistant *Enlisted Performance Report (EPR)* will be impacted by the following:

- | | |
|--|---------------------------|
| - Duty performance | - Communications skills |
| - Training and leadership responsibilities | - Job Knowledge |
| - Personal appearance | - Conduct on and off duty |
| - Readiness | |

Tasks for training should be taken out of the CFETP. Focus on tasks on which you have not been certified. Maintain proficiency on competent tasks.

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5. UTILIZE RESOURCES

Various resources are available to assist you with your career management. Consider using the following:

Documents

Annual Covenant for Training
 ARPC's Individual Reserve Guide
 Reserve Chaplain Service Information Sheets
IMA Update from ARPC
 CFETP

Human Resources

Supervisor
 IMA Mentors
 Training Monitor
 Base Individual Mobilization Augmentee Administrator (BIMAA)

Training Folder in accordance with the ARPC's Individual Reserve Guide

Section I Letter of Attachment and Personnel Actions
 Section II AF Form 526, Record of Individual Inactive Duty Training, AF Form 40a
 Section III End of Tour Reports - AF Form 938
 Section IV Annual Training Contract, ARPC Form 0-100

6. EVALUATE AND DOCUMENT ACCOMPLISHMENTS

Negotiate IMA Annual Training Contract for new fiscal year with supervisor
 At the end of the fiscal year, send completed copy to Command Chaplain.

7. PROGRESS IN YOUR CAREER

The following will have direct impact on your Air Force career:

- Training and personnel records
 - OPRs/EPRs
- Professional Military Education (PME) courses
- Diversity of assignments or duties that demonstrate the breadth and depth of experience
 - Career broadening opportunities
 - Specialized Annual Tours in the CONUS (SATs) and Offsite Annual Tours in the CONUS (OSATs)
- Feedback sessions (mandatory for everyone)

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